

Effectively Managing Change With Change Orders

Experienced contractors know that change orders can affect the overall profitability of a job, in fact change orders easily can create more revenue than the original contract. It is imperative to document changes, price them accordingly, and have them pre-approved by the customer.

Sage Master Builder includes powerful change order functionality. It's intuitive and easy-to-use, making it easy to document every change to your projects. Let's take a closer look.

Better Project Management

Change orders can affect the overall profitability of a job—be sure you account for every one. Use Sage Master Builder change order functionality to document any modifications to a construction contract. Record change orders for modifications that affect pricing or timing of the project. Ensure that you track all changes to the scope of work whether or not those changes will be billed to the client.

With Sage Master Builder, you can handle each part of the change independently and continue subcontract negotiations even after the prime contract change has been approved. Assign one of six status codes to a change order (Approved, Open, Review, Disputed, Void, or Rejected) to easily monitor and track changes from start to finish.



Your approved and pending change orders are reflected in job cost reports. Plus, you can archive change orders and create a permanent history of interactions with your customers and subcontractors.

Avoid Disputes

All changes should be formally documented—reliance on notes or memory of verbal agreements will likely cost you time,

money, and perhaps even your reputation.

A good change order should be dated and signed by both the contractor and the customer or subcontractor. It should note the additional charges and how it will be paid. It should indicate how many extra days, if any, will be added to the original completion date. And, it should stipulate that the change becomes a part of the original contract.

Sage Master Builder provides professional,

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Managing Change

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customizable change order forms allowing you to present all of this information to your customers or subcontractors. You easily can include all change items, notes, costs, and time delays for complete documentation.

Boost Profitability

Successful contractors know that change orders are often the profit-determining factor in a tightly bid job. In fact, industry analysts have estimated that if contractors collected their rightful change-order compensation, net profits could nearly double.

Even minor changes can cost you time and money. When added together, minor changes have the potential for major impact. For example, perhaps the customer wants to change the color of a sink. This small change may involve a price change for a color not in stock. It could take extra time to obtain. It could involve the hassle of exchanging a sink already purchased. A delay could interrupt

your work flow and extend the date of completion. If you fail to record, price, and seek approval for this change, it's possible that by the time the project is completed, the customer (and you) may have forgotten about that change and its consequences. You will have missed your opportunity to bill for the added cost, or worse yet, the customer may dispute that they wanted the change at all.

Sage Master Builder makes it easy to generate, monitor, and track change orders ensuring that you bill correctly for all materials and work performed.

Efficient Work Flow

Change order functionality in Sage Master Builder boosts your overall efficiency by allowing you to:

- Produce and print prime change orders (change orders to the customer).
- Modify the working budget while still maintaining the initial budget.

- Modify subcontracts and print subcontract change orders for existing subcontracts.
- Track the routing of the change order.
- Create an Accounts Receivable invoice for the change order when approved.
- Create a purchase order for materials from the change order when approved.

You can even create two Subcontract Change Orders at one time, to reallocate budgeted costs from one cost code to another, such as in a case where you need to back-charge one subcontractor whose damage to the project must be repaired by another vendor.

Secure Your Reputation

Thorough and accurate documentation is a sign of a professionally run company. By using change orders to manage project changes, large and small, you will help secure your reputation as a conscientious customer-focused business. Give us a call with your questions. ✨

The Project Work Center

Managing the details of a job is difficult and often project managers are responsible for managing several jobs at a time. Sage Master Builder includes a powerful tool designed specifically for project managers to provide convenient access to the details of each job—from one easily navigable page. The tool is called Project Work Center; let's learn more.

Project-Focused View

The Sage Master Builder Executive Dashboard tool provides owners and managers with a high-level view of the company's financial activities and standing. The Project Work Center is similar

to the Dashboard, but job focused, rather than focused on the company as a whole.

Access The Data You Need

You can customize the Project Work Center to include access to the reports, screens, and tasks important to a particular job, providing a single location from which to launch and view all job-related data. You choose which elements you want to include. Some suggestions are:

- Project hot lists allow you to easily see and act on all outstanding project management and accounting tasks.
- Contact and current financial information about the selected job.

- Job costs—View high-level job information, such as approved changes and costs to date.
- Chart—View production schedule by task grid, Gantt chart, or critical path.

You can add the Project Work Center as an icon to your Sage Master Builder Desktop for a quick launch. Once you set up the Project Work Center, you can view all available jobs in the current company. The last accessed job is the default when you next open Project Work Center.

The Project Work Center is included with your Sage Master Builder solution. If you need assistance setting up the Project Work Center and configuring it for your company, please give us a call. ✨